

## **2.00 Commencement of Action, Service of Process, and Scheduling of Cases**

**2.03 Process, Attachment, Trustee Process, Arrest.** The summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents shall be served together. The most current version of the forms are located on the Judiciary's website at [www.courts.ri.gov](http://www.courts.ri.gov) under the heading of Public Resources, Forms. The cost assessed to a defendant shall not exceed the cost established by G.L. § 9-29-9. For purposes of service of process upon corporations and on persons outside of the State of Rhode Island, subsections (D)(3) and (E), respectively, shall apply.

- (C) *By Whom Served.* Service of all process shall be made by a duly authorized officer in accordance with Title 9, Chapter 5 (Writs, Summons, and Process) of the Rhode Island General Laws, by any other person authorized by law, or by some person specially appointed by the court for that purpose, except that a subpoena may be served as provided in D.C.R. 45. Special appointments to serve process shall be made freely when substantial savings in travel fees will result.